

5 January 2004 (Change 1)

Property Book Unit Supply Enhanced (PBUSE) Procedures for Mobilization

1. PURPOSE: These procedures support deployment of an organization element, operating on PBUSE that will be deploying without a PBO.
2. Upon receipt of mobilization or warning orders the following steps are required to account for unit property already converted to the web-based PBUSE system:

STEP # 1. Initial Mobilization orders may not provide details of the gaining PBO to the Losing PBO. The Losing PBUSE PBO in preparation for unit deployment must take preliminary actions:

Losing PBUSE PBO:

- (1) Appendix E & F ASIM Manual GCSS-A/T PBUSE End User Manual (EM) will be used as a deployment guide. Appendix E provides instruction for establishing derivative UICs and associated derivate DODAACs. Appendix F provides guidance (F.1.1) on creating a derivative UIC on PBUSE.

NOTE: In Battalion size units per reference End User Manual, separate UIC's /DODAACs will be established for each REAR unit to simplify property accountability and the required lateral transfer processes to establish FORWARD primary hand receipts.

FORWARD UIC/DODAAC's must be coordinated and assigned by the losing MACOM if applicable as soon as organization is notified of mobilization.

Each mobilized CO/BTRY/DET will have a separate forward and rear UIC/DODAAC to maintain property integrity/individual unit accountability if applicable.

- (2) Lateral Transfer equipment as applicable.
- (3) Produce primary hand receipts for both UICs.
- (4) Have the Primary Hand Receipt Holders for Forward and Rear UIC conduct an inventory of all property listed on the primary hand receipt and sign the primary hand receipt, thereby assuming responsibility for the property on hand. The PBO retains the original copy of the signed hand receipt and the Primary Hand Receipt Holder retains a copy.
- (5) Provide the Primary Hand Receipt Holder and Mobilization Site the following information:
 - (a) PBO Business Phone Number
 - (b) PBO E- Mail Address

Provide the mobilization site supply personnel Asset Visibility/CSSAMO Roles and Permissions for applicable UIC/UICs. (Mobilization Supply Personnel will need to contact Losing PBO and provide necessary AKO Name, etc.).

Primary Hand Receipt Holder (Deploying) – Primary Hand Receipt Holder then departs for mobilization site with primary hand receipt and property.

STEP # 2 – Procedures at the mobilization site

- a. Losing PBO continues as the Accountable Officer for the forward unit while at the mobilization site.
- b. Any transactions required by the Primary Hand Receipt holder will be coordinated with the Losing PBO. The Primary Hand Receipt Holder is responsible to provide the Losing PBO all receipts, transfer and turn-in documentation. The Mobilization Site will support the unit and Primary Hand Receipt Holder with any necessary automation support.
- c. If adjustments were made to the primary hand receipt at the mobilization site, prior to departing mobilization site, Losing PBO will produce an updated primary hand receipt and Primary Hand Receipt Holder will verify and sign updated primary hand receipt and return original copy to the Losing PBO. The Mobilization Site will validate accuracy of primary hand receipt during unit validation procedures.

STEP # 3 – Procedures at duty location

- a. Primary Hand Receipt Holder will report to Gaining PBO with primary hand receipt.
- b. The Gaining PBO will conduct an inventory of the property with the Primary Hand Receipt Holder to ensure that all property listed on the hand receipt is physically on hand. Property discrepancies must be noted, adjustment documents must be generated, and the losing PBO must be notified. In lieu of a formal physical inventory, the Gaining PBO may choose to accept a statement from the Primary Hand Receipt Holder that all property listed on the primary hand receipt is accounted for.

STEP # 4 – If Gaining PBO is not trained on PBUSE, they must request training on PBUSE and the PBUSE System standard hardware configuration (deployable unit set) from the Product Manager, Logistics Information Systems (PM, LIS) either by e-mail gcssanoc.helpdesk@ngc.com or by telephoning 1-800-340-2393.

STEP # 5 – If Gaining PBOs is trained on PBUSE:

- a. Gaining PBO contacts Losing PBO and provides Gaining Parent AA or FF UIC that you want the unit transferred to.
- b. Losing PBO will process a Unit Transfer to the Parent AA or FF UIC identified by the Gaining PBO. Losing PBO needs to contact Gaining PBO once this action has been completed.
- c. Gaining PBO accepts the Unit Transfer at which time the Losing PBO no longer has access to the transferred UIC.
- d. Gaining PBO prints a new hand receipt for Primary Hand Receipt Holder. Primary Hand Receipt Holder verifies quantities on the new hand receipt and signs hand receipt for the Gaining PBO.

3. Once the above steps have been completed the Gaining PBO will have access to the web-based PBUSE property book via the Internet. The web site is located at:
<https://www.us.army.mil>.

4. All requests for assistance in clarification of these procedures or for technical and programmatic issues must contact the GCSS-Army NOC either by e-mail gcssanoc.helpdesk@ngc.com or by telephoning 1-800-340-2393.

NOTE: Primary Hand Receipt Holder should file a copy of this procedural document with his primary hand receipt. In case the gaining PBO is not familiar with this document, the Primary Hand Receipt Holder will be able to inform him of the procedural doctrine.